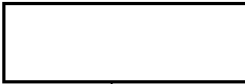


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## PERSONNEL EVALUATION

1. By 1 July 1974 all DDI components will inform each employee, up to and including those at grade GS-15, of the duties on which he or she will be rated in his or her fitness report and of the criteria by which specific ratings will be determined for these duties. Both the duties and the rating scales will be provided to the employee in writing. When an employee is assigned to a new position or when the specific tasks of a position are changed, the employee will be again advised of the duties and the rating scales relevant to his or her fitness report.

2. Fitness reports will include evaluations of only those tasks specified in the advance notice to the employee or of performance as specified in HHB 7-1, Handbook of Required Regulatory Reading, or related regulations.



STAT

PAUL V. WALSH  
Acting Deputy Director  
for Intelligence

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